



Louisiana  
**SCS**  
State Civil Service

# POSITION DESCRIPTION

Form Revision Date: 11/2016

COMPENSATION DIVISION  
DEPARTMENT OF STATE CIVIL SERVICE  
P.O. BOX 94111 - CAPITOL STATION  
BATON ROUGE, LA 70804-9111  
SCSPDS@la.gov

Update Supervisor

## 1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, please attached master list of positions.

☒ UPDATE ☐ AGENCY APPEAL ☐ MASTER \_\_\_\_ # requested

☐ JOB CORRECTION ☐ 5.3 APPEAL

☐ CAREER  
PROGRESSION GROUP

☐ NEW POSITION

MAJOR AGENCY CODE &  
PERSONNEL AREA CODE

1400 & 0474

POSITION NUMBER

69111

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)

Rehabilitation District Supervisor

CURRENT PAY LEVEL

SS-417

CURRENT OFFICIAL JOB CODE

134990

REQUESTED OFFICIAL JOB TITLE

Rehabilitation District Supervisor

REQUESTED PAY LEVEL

REQUESTED OFFICIAL JOB CODE

## 2 INFORMATION REQUIRED FOR NEW POSITION

FOR LA GOV HCM AGENCIES ONLY

ORGANIZATIONAL UNIT NUMBER  
0474

COST CENTER NUMBER /FUND  
2120/1040

WORK PARISH  
East Baton Rouge

PERSONNEL SUBAREA

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

## 3 GENERAL INFORMATION

EMPLOYEE'S NAME - LAST, FIRST

Harris, Deanna

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

Allison Merritt

AGENCY/DEPARTMENT - OFFICE - DIVISION

LWC/OWD/LRS/BRRO-EBR

HUMAN RESOURCES TELEPHONE

( 225 ) 342-3055

OFFICIAL TITLE OF SUPERVISOR

Rehabilitation Regional Manager 2

DIRECT SUPERVISOR'S POSITION NUMBER

76733 M. Schexnayder-Chatelain

HUMAN RESOURCES EMAIL

AMERRITT@LWC.LA.GOV

## 4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME	POSITION NUMBER	OFFICIAL JOB TITLE / AGENCY
Gabriel McGrew	69176	Rehabilitation District Supervisor
Ismayr McLemore	56835	Rehabilitation District Supervisor

## 5 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART MUST BE ATTACHED

☒ DETERMINES WORK ASSIGNMENTS ☒ RECOMMENDS HIRING/PROMOTIONS ☒ TRAINS STAFF  
☒ REVIEWS AND APPROVES WORK ☒ PREPARES & SIGNS PES RATING ☒ APPROVES LEAVE

8

NUMBER OF  
DIRECT  
SUBORDINATES


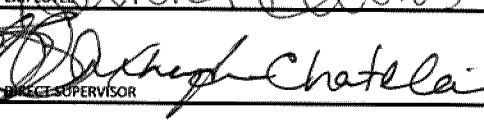
## 6 ATTACHMENTS

Check to indicate attachments.

☒ Organizational Chart (required) ☒ Duties / Responsibilities (required) ☐ Comments ☐ MJD Position Numbers ☐ Contracted Personnel Form

## 7 SIGNATURES

Sign and print below.

 EMPLOYEE	DATE 2/1/18	<input checked="" type="checkbox"/> I certify that the information in this document is true and correct to the best of my knowledge. <input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
 DIRECT SUPERVISOR	DATE 2/1/18	<input checked="" type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
APPOINTING AUTHORITY (Required)	DATE	<input type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

## 8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

**PERCENTAGES MUST TOTAL 100%** LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

This position will have the responsibilities of five (5) Rehabilitation Counselors, two (2) Rehabilitation Counselor Associates, one (1) Administrative Coordinator III, with a total active vocational rehabilitation caseload of approximately 900 individuals with severe disabilities. These disabilities include psychiatric, substance abuse, mental retardation, spinal cord injuries, traumatic brain injuries, and other severe conditions. The mission of vocational rehabilitation program is to provide services to assist eligible individuals with disabilities to enable these individuals to enter and/or maintain gainful employment.

- 35% Monitors and reviews vocational rehabilitation case work of subordinate employees to assure appropriate services are provided to clients in compliance with agency policy, agency procedure, state law and regulations, and federal law and regulations. Directs, plans and organizes the work of professional level Rehabilitation Counseling staff. Consults and gives assistance to professional staff regarding complex cases. Interviews and recommends the selection, promotion, disciplinary action for Rehabilitation Counselors and support staff subject to review of the Regional Manager. Serves as an assistant to the Regional Manager to handle various duties in conjunction with the operations of the region to include special projects, attending meetings, monitoring timelines and the completion of Timely Progress Reports.
- 25% Serves as an assistant to the Regional Manager to handle SE vendors, inventory and computers in conjunction with the operations of the region to include special projects, attending meetings, monitoring timelines and the completion of monthly Reports.
- 15% Provide on-going training to assigned staff to include initial training of new staff on agency policies and procedures, orientation training of counselor skills, and provides training to veteran counselors regarding changes in policies and procedures. Conducts regular staff meetings with group to discuss administrative directives, technology advances, area labor market data, casework issues and difficult cases. Provides supervisory work planning, goal setting and performance evaluations for professional and support staff in assigned unit.
- 15% Client services to include serving one day a week as "Supervisor of the Day" in the Baton Rouge Regional Office and any additional duties assigned by the Regional Manager. Responsible for all RCA rotation and Medical Fee Schedule Update Supervision.
- 10% Attend, as required, training for professional development in the areas of personnel performance appraisal, supervision, medical/psychological aspects of disabilities, rehabilitation programs, technology, and job development & placement.